



ISIS HR Quick Tips

December 11, 2009

No. 43

Accurately Documenting Separation Action Reasons

Why is the maintenance of separation action reasons important in ISIS HR?

When processing a separation action in ISIS HR, it is imperative that the action reason selected be as closely related to why the employee is leaving state service. Good separation data on both classified and unclassified employees can help agencies better evaluate their business processes and management and identify any potential problem areas. This data is also critical for statewide reporting purposes and turnover reporting.

Please urge separating employees to complete the [Resignation and Exit Interview Report \(SF-14\)](#) as completely and accurately as possible. If an additional separation action reason is needed in ISIS HR, please contact the HRIS Program Consultant to have a change request sent to the Office of Information Services (OIS).

The ZP13: Action Reason/Pay Reason can be used to identify separation reasons used for a specific time frame by agency. Additional information regarding this report can be found on the [ZP13 Report ISIS Help Script](#). For additional information regarding separation reasons in ISIS HR, please see the [ISIS HR Entry Guidelines on Separations](#).

Questions? Call the HRIS Program Consultant at (225) 219-9534